CUSTOMER AUTOMATED REPORTING ENVIRONMENT (C.A.R.E.)

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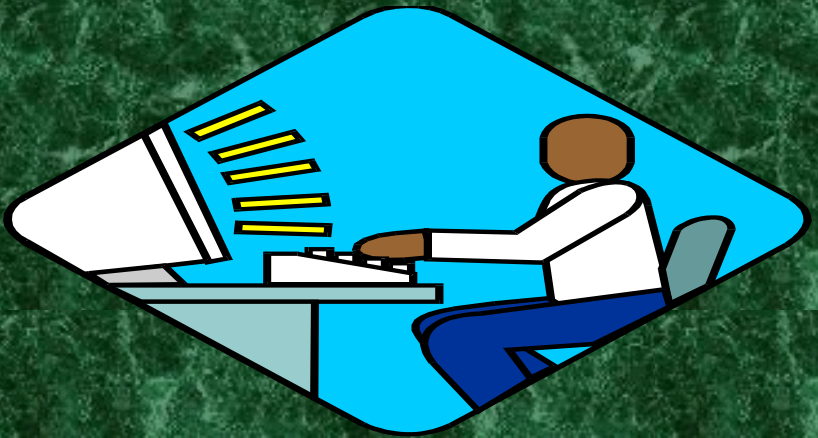
AF FORM 4009
(C.A.R.E.)

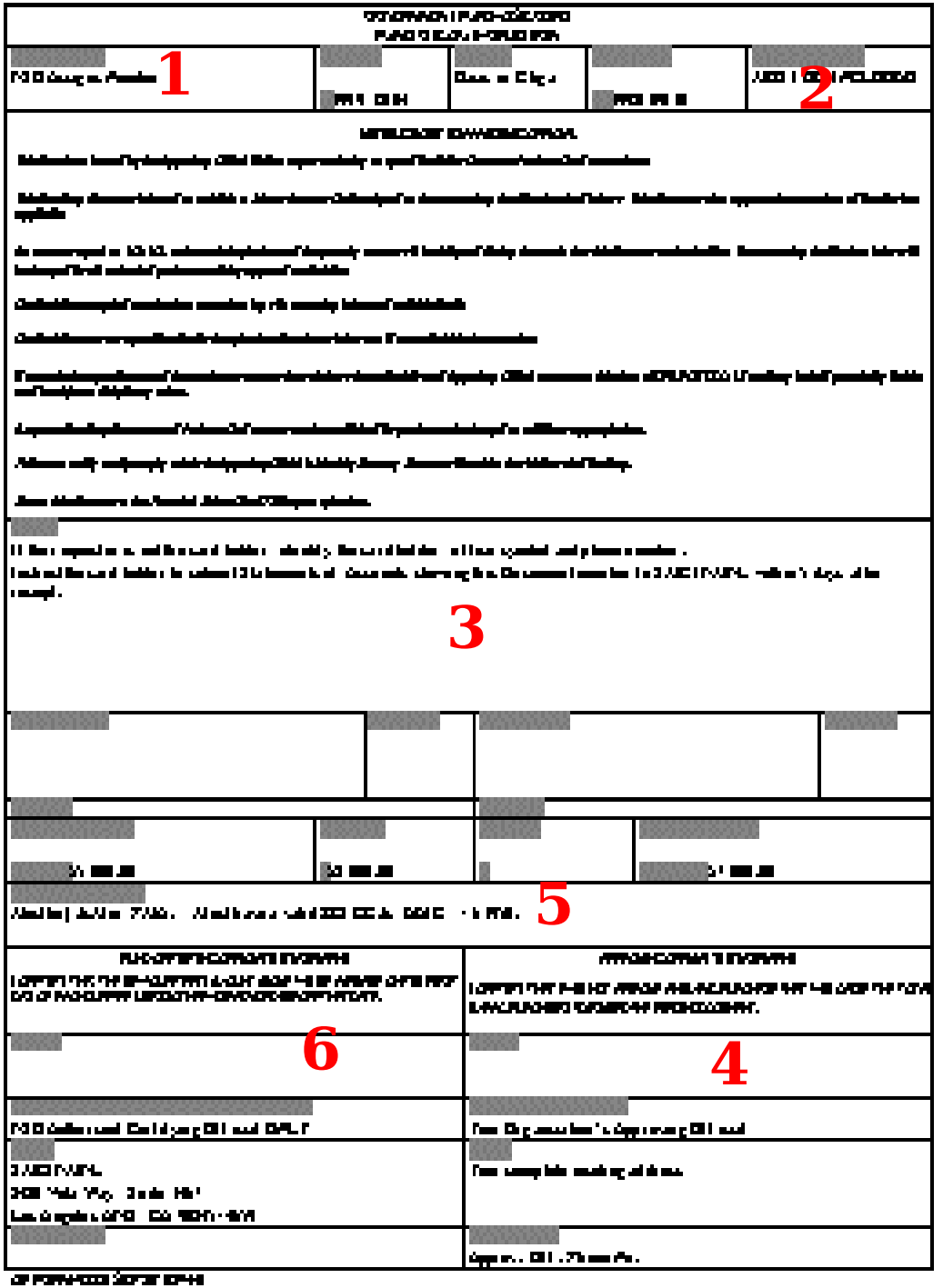
PURPOSE

TO PURCHASE AUTHORIZED ITEMS $2,500 OR LESS, UTILIZE THE GOVERNMENT PURCHASE CARD.

AF Form 4009

1. Managing Account Number must be here.
2. Master Account Code.
3. Include the following in the body:
    1. Purpose of AF Form 4009
    2. Cardholder's name & phone number
4. Name of approving official.
    NOTE: Can not have the same approving official for multiple 4009's per organization.
5. All AF 4009's will be PC Code SX only.
6. Certification by FSO (ALO).





Procedures for Maintaining a C.A.R.E. Account

1. Log in to CARE and certify your transactions
2. Watch your money in BQ
3. Devise your own tracking system

Checking Your Transactions

- Make sure all the charges are accurate before certifying
- If you do not review your charges in CARE, you may have erroneous charges posted to your account.

Watch your Money!!!!!

- It is important to track your money
- It is your job as a Cardholder and Approving Official to watch your funds.
- You cannot make purchases unless you have funds set aside on your 4

AF Form 4009

Only (1) Basic AF 4009 is authorized. If a change is necessary (increase or decrease) it must be accomplished by creating an amendment to the Basic.

REMINDER

- There must **ALWAYS** be money available in commitment status BEFORE you make a purchase.
- If more money is needed on the 4009, it is not enough to realign money to the accounting line, you must also submit an amendment to the 4009 to increase the total. (see next slide for example)

EXAMPLE OF REASON TO SUBMIT INCREASED AF 4009

BASIC AMOUNT: $1,000

PURCHASES: $950

AVAILABLE BALANCE: $50

PROJECTED PURCHASES: $600

AMOUNT NEEDED: $550

SUBMIT AMENDMENT **#1** TO **INCREASE** THE BASIC 4009 BY **$550.**

CLOSING

- Use your card wisely.
- Any questions, please give us a call.

C.A.R.E.
Administrator/Coordinator:

SSgt Kryvone Buckner

DSN Number: 833-6120

Commercial: (310)363-6120